



TOWN OF ASHBURNHAM

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TOWN ADMINISTRATOR'S REPORT

August 17, 2015

Town Administrator's reports are available on-line at <http://www.ashburnham-ma.gov>

TOWN COMMITTEES

Currently there are openings on the following (1) Conservation Commission, (1) Council on Aging Board, (2) Historical Commission. These are listed on the Town's website under Volunteer Opportunities.

ROADS

The DPW is in full swing on the Russell Hill paving project. Williams Road had its striping put down last week, which completes that project.

SCHOOLS

I met with Superintendent Mazzola as a start to the FY17 budget process and I have proposed that we meet weekly.

FIRE

The Fire Department is requesting that the Board accepts a gift of a drone which is valued at about \$2,000. This device would be used specifically in rescue search type situations that regularly occur on Mount Watatic. It could potentially save many man-hours and ultimately shorten the duration of rescue operations. Duncan met with the chief to review.

TREASURER

Kate Stacy resigned her position as treasurer effective August 7, 2015. I have appointed Tammy Collier and will need the approval of the Board to start her at grade 10 step 7 for 25 hours per week. Tammy will start September 8, 2015 and is coming to us from the town of Harvard MA. She will be a great asset to our team. I also want to thank Paul Pollastri our Treasurer who retired in March of this year for coming back to work part time to balance the books for FY15 and submit to the state and to cover our needs until Tammy starts in September. Due to logistical issues Mary Ellen Kelly has been appointed temporary Treasurer. She already has the ability to do banking actions and signing of the checks.

WATER PROJECT

Our project is nearing completion and at the end of the project we anticipated we would have a balance of funds. Tighe & Bond put together an alternative scope of work that included work to be done on the Pressure Reducing Valve (PRV) located at the Corey Hill / Williams Road intersection. The bid that was received was much higher than estimated and to do the work would put the completion of the paving on Maple, Turnpike, and South Maple roadways on hold. I have discussed with Jeff Faulkner from Tighe & Bond and we think it best to complete the paving and all other aspects of the project and to develop a new scope with the balance of funds.

DPW BUILDING COMMITTEE

At our last meeting I was asked to put together a mission statement for the DPW building committee which I have for your review and acceptance. (Attached)

FY16 FINANCIAL CALENDAR

I met with my financial team and we have put together the FY16 financial calendar for your review which is attached.

SEWER

With the loss through retirement of Jim Whitney we have seen a significant drop in the oversight and maintenance of our two pumping stations. It has been decided to hire Weston and Sampson to manage and establish a maintenance program for our two sewer pumping stations. They will also be giving needed training to our personnel.

SUMMER CONCERTS

The Parks & Rec Committee has scheduled two more concerts in the month of August at Winchester Park from 5:00 to 7:00 p.m.:

- Sunday, August 23rd "Nashoba Valley Concert Band"
- Sunday, August 30th "Rhythm" (20's thru 90's songs)

FALL SPECIAL TOWN MEETING

I would ask the Board to vote to set the fall Special Town Meeting for October 27, 2015 at 7pm in the Oakmont auditorium and to close the warrant on September 24, 2015.

AUDIT

Bill Frayer is our auditor this year and has already started the auditing process for FY15.

ASHBURNHAM DPW BUILDING COMMITTEE MISSION STATEMENT

Committee Structure

The Committee shall consist of seven members who are appointed by the Board of Selectmen; term shall be for the completion of the project.

The membership should preferably consist of the following:

- A present or former member of the Board of Selectmen (BOS)
- A present or former member of the Advisory Board (AB)
- A present or former member of the Capital Planning Committee (CPC)
- A member with experience in the architectural field and/or facility management
- A general contractor (active or retired) within the construction industry
- Two citizens of the general public.

Mission Statement

1. The Committee is charged with overseeing the proposed new DPW facility to be located on town owned land at the corner of Platts and Williams Roads. The new DPW facility will provide ADA accessibility, life safety, environmental conditions, compliance with current building codes, and will incorporate energy efficiency measures.
2. The Building Committee will work with the Owner's Project Manager and the Architect to prepare the necessary design development documents, review those documents with Town officials (ie., Code Enforcement, Fire, Ashburnham Historical Commission, Finance Committee, BOS, Board of Health, etc.)
3. The Building Committee will submit the design and construction documents to Mass. Historical Commission for their review. Upon receiving written approval to proceed with the project from the Mass. Historical Commission, the Building Committee will oversee preparation of construction bid documents. The Building Committee will advertise the project and will review bids from qualified construction companies.
4. The Building Committee will prepare a written report for the BOS which includes recommended design development plans, bid documents, cost estimates, and related information necessary to support the Committee's recommendation.
5. The Building Committee will work with the CPC to develop an acceptable funding plan to fund as much of the construction costs as possible.
6. The Building Committee will present the design development documents, the construction bids and recommendations to the Town at the May 2016 Annual Town Meeting for their approval.
7. Once construction begins, the Building Committee will oversee the construction by working closely with the Owner's Project Manager and the Clerk of the Works.
8. Provide regular reports to the Board of Selectmen on the progress of the project.

By vote of the Building Committee and approval by the Town Administrator, all expenditures will be approved and not to exceed Town Meeting appropriation.

Estimated Milestones

| | | |
|------|----------|---|
| Date | 9/21/15 | Building Committee appointed |
| Date | 9/23/15 | Building Committee self organizes, electing Chair, Treasurer, Secretary, establishes meeting agendas, publish meeting schedules. |
| Date | 9/23/15 | Building Committee meets with Owner Project Manager and/or Architect to review schematic plans and begin work on design and development plans |
| Date | 11/9/15 | Building Committee discusses funding options with CPC |
| Date | 12/8/15 | Building Committee submits status report to BOS on progress to date and issues to be addressed |
| Date | 12/31/15 | Building Committee reviews and approves design and development plans and submits to Mass. Historical Commission |
| Date | 1/15/16 | Receive written approval from Mass. Historical Commission |
| Date | 2/1/16 | Develop construction bid documents |
| Date | 3/1/16 | Building Committee submits status report to BOS on progress to date and issues to be addressed and to advertise bids. |
| Date | 3/15/16 | Advertise bids for general contractors. |
| Date | 4/15/16 | Review bids from general contractors and finalize proposal with CPC |
| Date | 5/3/16 | Town Meeting approval |
| Date | 7/1/16 | Construction begins |
| Date | 8/31/17 | Construction estimated to be completed. |

FY 16 ANNUAL FINANCIAL CALENDAR

| Week of | ACCOUNTANT | TREASURER | COLLECTOR | ASSESSOR | DOR | TOWN ADMINISTRATOR |
|-----------|---|---|--|-------------------------------|---------------------|---|
| 7/1/2015 | | | Tax Bills sent | | | |
| Aug 3 rd | | Debt Schedule - Cash Report to Accountant | Tax bills due | | | |
| Aug 10th | Start audit | | | | | Request Capital Planning data from Department Heads |
| Aug 18th | | | | | | BOS Open STM Warrant 10/28/14; set closing date of 9/25/14 |
| Aug 25th | | | Water & sewer bills 1st quarter - Boat Excise billed | Preliminary new growth | | Employee Evaluations begin |
| Sept 8th | Yearly town wide update of fixed asset schedule - additions, disposition and/or physical inventory | | | | | |
| Sept 15th | Balance sheet and all schedules submitted to DOR for certification | Cash & receivables reconciled and approved in DOR gateway | | | | |
| Sept 24th | | | | New growth certification | | STM Warrant closes |
| Sept 29th | | | Water & sewer bills due 1st quarter | | | |
| Oct 6 th | | | | | | BOS and Advisory Bd meet to review STM warrant |
| Oct 12th | | | Town Clerk post STM | Finalization of Values to DOR | | Receive STM warrant from Town Counsel |
| Oct 20th | | | | DOR value Certification | Free Cash certified | Begin Revenue/Expense forecast for coming fiscal year. |
| Oct 27th | | Special Town Meeting | | | | |
| Nov 2nd | | | Tax bills due | | | |
| Nov 10th | Schedule "A" submitted to State | | | | | |
| Nov 17th | | | | | | License renewal notices, Budget forms to department heads |
| Nov 24th | Recap submitted to DOR - including sign off by all appropriate departments heads (TA,T Clerk,Assessors,treas for debt) | | | | | |
| Nov 24th | | | | | Tax Rate approved | |
| Dec 1st | | | | Classification Hearing | | License renewal fees due |
| Dec 1st | | | | Bill file to Collector | | Revenue/Expense forecast for coming fiscal year. |
| Dec 8th | | | | | | Provides Revenues/Expenses forecast to BOS/Adv. Bd. in Joint meeting |
| Dec 15th | | | | | | All budgets/ capital requests submitted to Town Administrator to review |
| Dec 22nd | | | Water & Sewer Bills due | | | Licenses mailed out |
| Dec 29th | | | 3rd & 4th qtr.Tax bills & water due | | | |

| | | | | | | |
|-----------------|---|-------------------|-------------------------------------|-------------------------|--|--|
| Jan 1st | Complete FY14 Audit | | | Abatement period begins | | Submits budget to BOS/Adv. Bd. |
| Jan 5th | | | | | | Notice to Department Heads to submit annual reports |
| Jan 18th | | Governor's Budget | | | | |
| Feb 1st | | | Tax bills due | comp | | |
| Feb 8th | | | Excise, water & sewer bills- issued | | | Submits budget to BOS and Advisory Board |
| Feb 15th | | | | | | BOS sets ATM Warrant closing date |
| Feb 22nd | Deadline for Department submissions of annual report | | | | | |
| Feb 28th | | | | | | Advisory Bd. budget review |
| Mar 1st | Notification of Cherry Sheet estimates for the following year | | | | | |
| Mar 15th | | | Excise, water & sewer bills due | | | Prepare draft warrant for ATM |
| Mar 19th | | | | | | BOS closes ATM Warrant |
| Mar 22nd | | | | | | BOS/Adv. Bd. complete operating budget / Capital plan review and make recommendations. |
| Mar 29th | | | | | | Town Report sent to printer. |
| Apr 4th | | | | | | BOS/Adv. Bd. finalize warrant articles and capital budget recommendations. |
| Apr 11th | | | | | | Print ATM warrant |
| May 1st | | | Tax bills due | | | |
| May 7th | | | Annual Town Meeting | | | |
| May 14th | | | water & sewer bills- issued | | | |
| May 23rd | | | | | | Preparation of BOS & TA appointments |
| Jun 6th | | | | | | BOS/TA approval of appointment list |
| Jun 14th | | | Water and Sewer bills | | | |